

Career Status Bonus (CSB)/Retired Pay Option (REDUX) - Notification, Counseling, and Election of Career Status Bonus (CSB/REDUX) Retired Pay Option

1. REFERENCES:

- a. MILPER Message 01-143, CSB/REDUX Notification, Counseling, and Election Procedures, dated 8 February 2001.
- b. Army Retirement Services Website: <http://www.armyg1.army.mil/rso/mission.asp>
- c. Eighth United States Army Memorandum, SUBJECT: Instructions for Notification, Counseling, and Election of the Career Status Bonus (CSB/REDUX) Retired Pay Option, dated 15 August 2001

2. **PURPOSE:** To outline the **basic standard** procedures for determining eligibility, notification, counseling, and election of the Career Status Bonus (CSB/REDUX) option. This SOP **is not** all-inclusive.

3. **BACKGROUND:** The FY00 National Defense Authorization Act (NDAA) changed the retired pay system, effective 5 Oct 99, for members who initially entered the military service on or after 1 Aug 86. These members were previously covered under the retired pay provisions of the Military Retirement Reform Act of 1986, (commonly known as REDUX). The FY00 NDAA gave these members who met certain qualifications a choice between CSB/REDUX and the prior High-3 Retired Pay Plan. Soldiers in that group, who are eligible to continue to serve for 20 years and have no adverse action pending completion of 15 years of Active Federal Service (AFS), may elect to receive a \$30,000 CSB and retire under the REDUX.

4. RESPONSIBILITIES:

- a. The servicing Personnel Service Detachment (PSD) will monitor and assist the Major Subordinate Commands (MSCs) on the counseling and processing procedures of soldiers on the by-name list of all soldiers with 14 ½ years of Active Federal Service (AFS) from ePortfolio at <https://xsidpers.korea.army.mil/eportfolio/> (Figure 1-1 thru 1-3) who are eligible for CSB/REDUX. Additionally, the PSDs will assist soldiers to verify Date of Initial Entry to Military Service (DIEMS) data during in/out processing, promotion record reviews, and soldier readiness processing (SRPs). All MSC, Battalion, and Separate Companies S1s will have at least one person with access to ePortfolio. PSD Chiefs will notify the MSCs with the following ePortfolio Request Information: To obtain access to ePortfolio via the internet, go to <https://xsidpers.korea.army.mil/eportfolio/signup.csp> and fill out request for a password-- this action takes 24 to 48 hours to process.
- b. Upon receipt of the completed Career Status Bonus (CSB) Election form (DD Form 2839) (Figure 2-1 thru 2-3), the servicing PSD will be distributed as follows: (1) Not more than 10 days before the election effective date, provide the local finance office with the original for members who elects CSB/REDUX; (2) file in the Soldier's Official Military

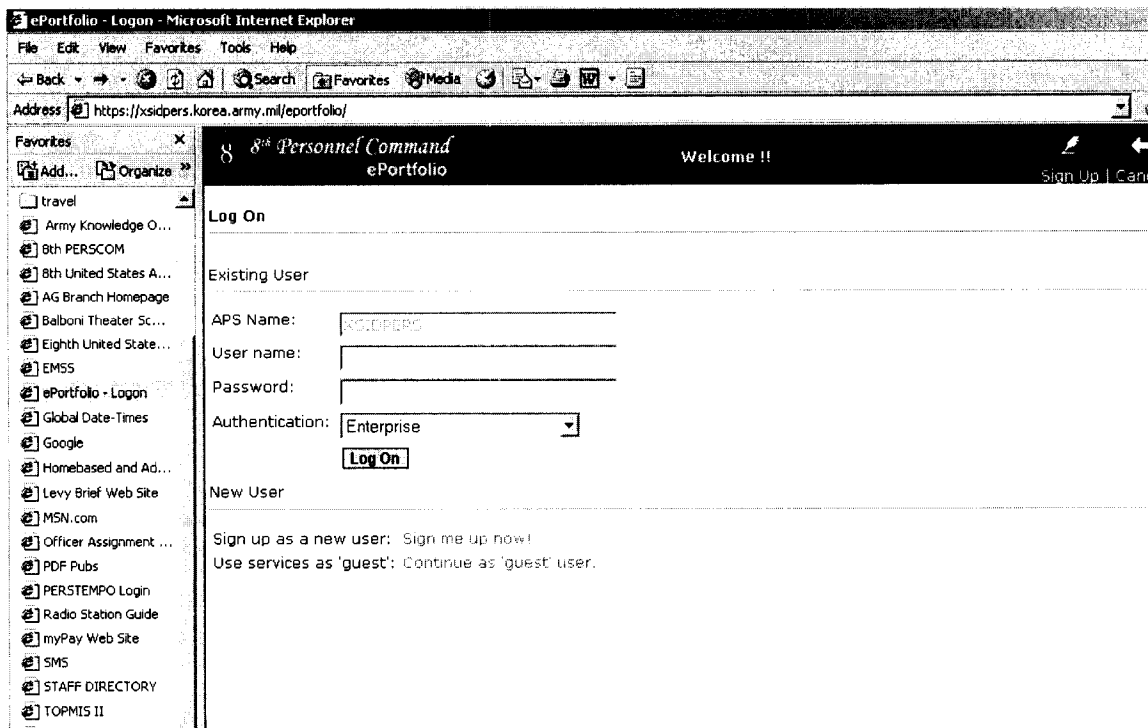
Personnel File (OMPF); (3) provide Soldier a copy; (4) PSD will maintain a copy of the election form until further notice. PSDs will conduct a monthly check with finance to ensure the actions have processed.

c. Unit commanders are responsible for providing the notification packet to the soldier for a decision and ensure soldiers understand that failure to return the form before the election due date (six months from the notification) will result in an automatic election of High-3. The notification packet will consist of DD Form 2839 (Career Status Bonus election form), Interim Form and a cover memorandum. Once the DD Form 2839 is completed the Personnel Administration Center (PAC) will forward the original to the servicing finance office and a copy to the PSD. The PAC must ensure the DD Form 2839 (section I and II) are completed and signed by the first LTC/O5 in the soldier's chain of command or his/her designee.

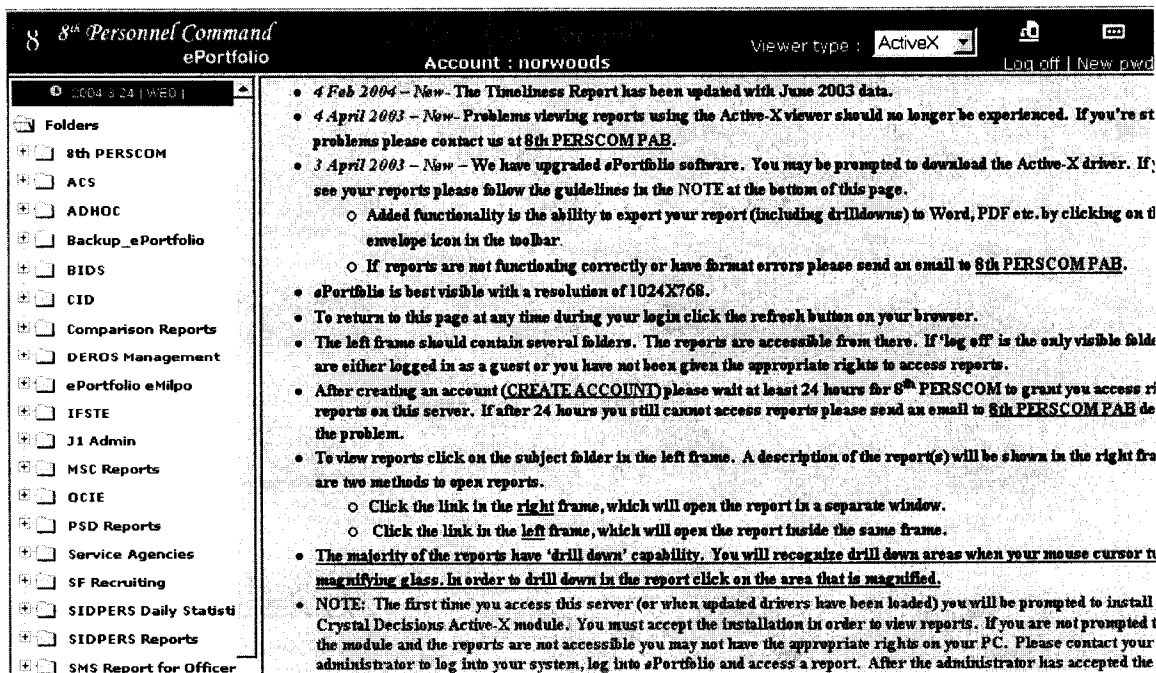


CSB/REDUX Checklist

Work Center	Required Action/Check	Additional Action
PSD	Pull ePortfolio By-name list of Soldiers eligible for CSB/REDUX	Notification is made at Soldier's 14 1/2 year of active duty service
PSD	Review By-Name List: and send notification to units	
PSD	Verify DIEMS data during in/outprocessing, promotion records review, and SRPs	
PSD	Forward completed DD Form 2839 to finance for Soldiers who elect CSB/REDUX	
PSD	File DD Form 2839 in Soldier's OMPF; PSD also maintains a copy	Provide Soldier a copy of DD Form 2839
PSD	Conduct monthly check/verification with finance to ensure the actions have processed	

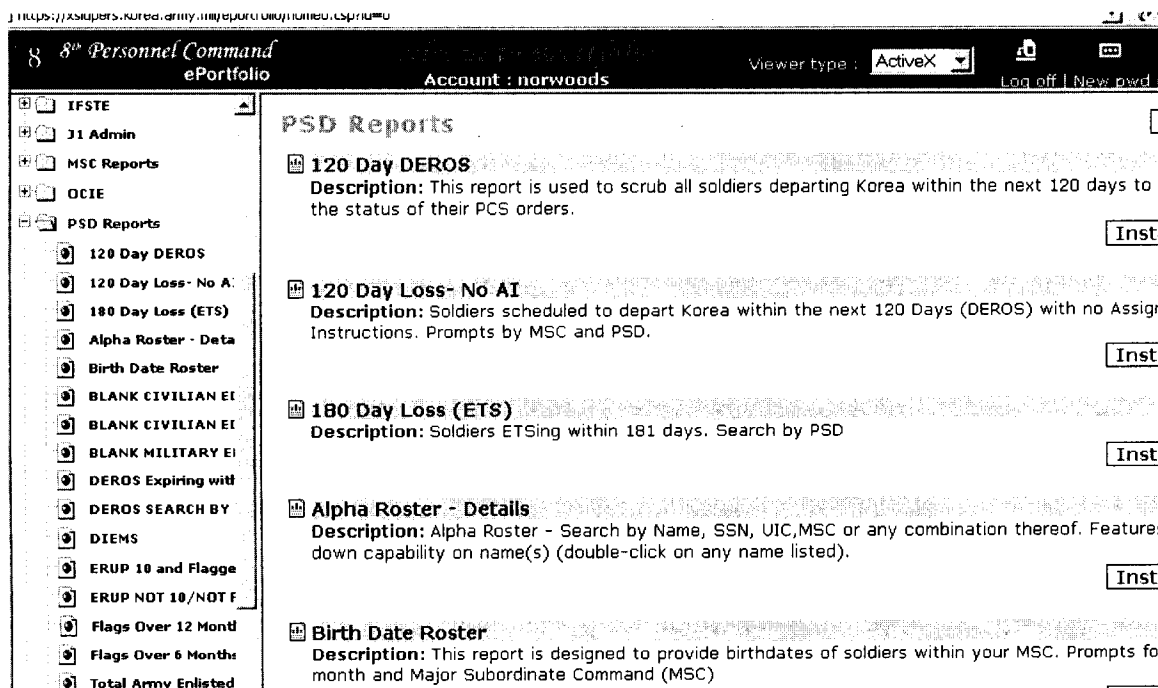


Step 1: Log into ePortfolio with User Name and Password

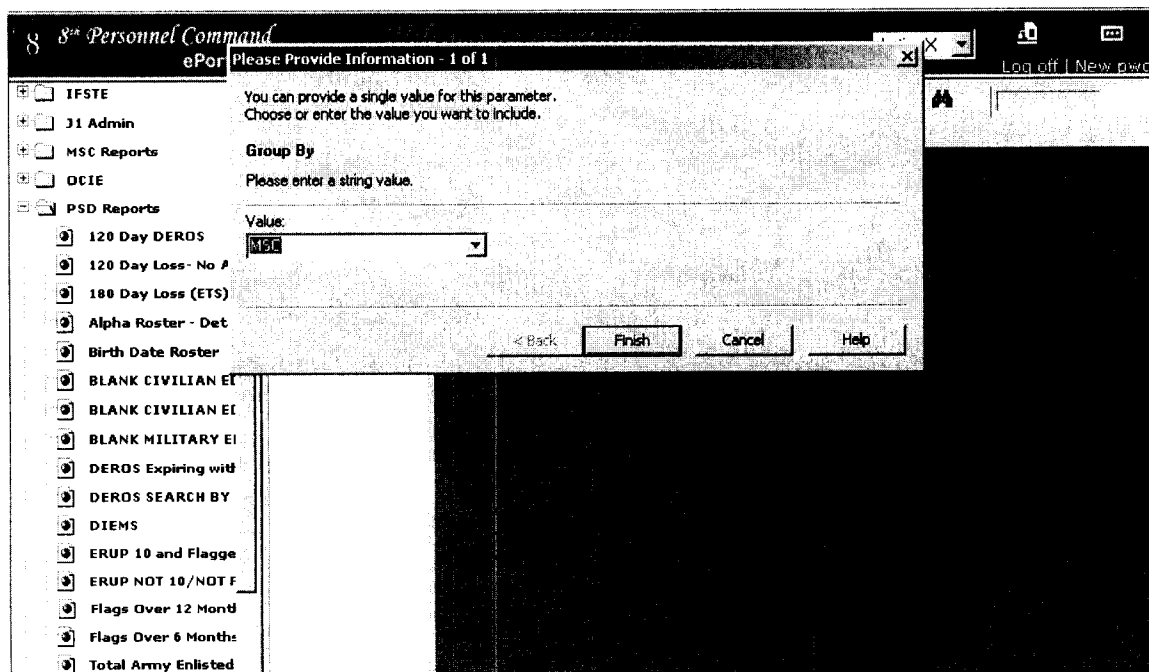


Step 2: Select PSD Reports

Figure 1-1

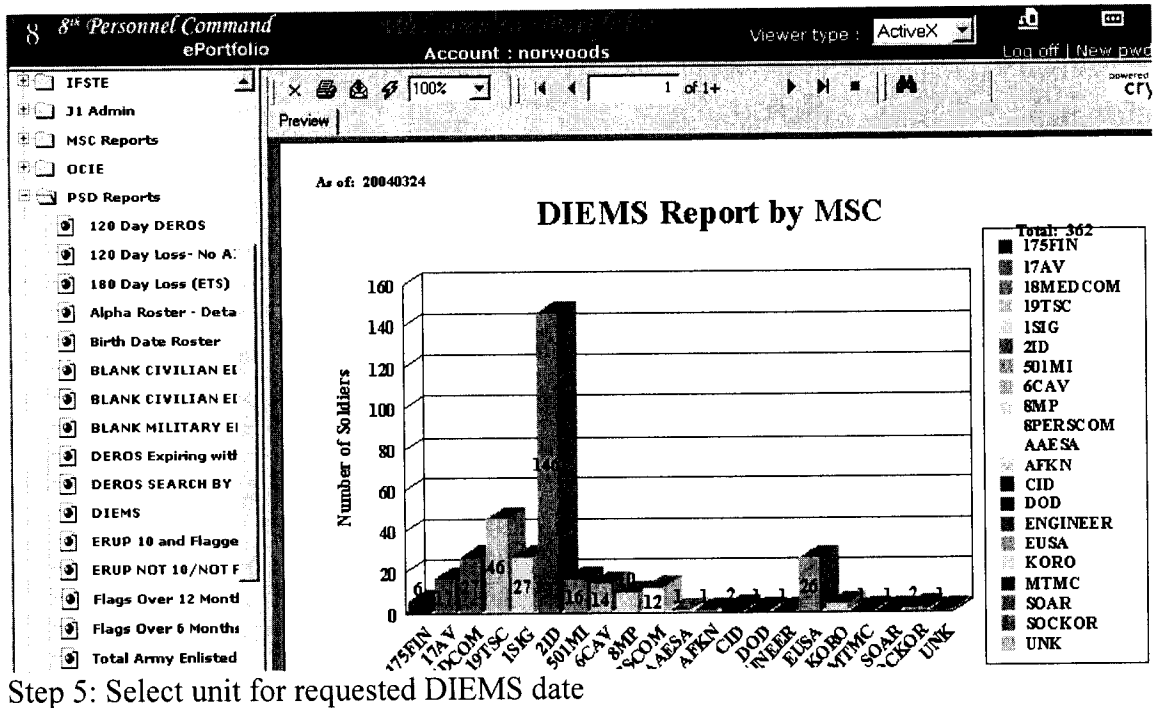


Step 3: Select DIEMS



Step 4: Select Group by (MSC or PSB) and click Finish

Figure 1-2



Step 5: Select unit for requested DIEMS date

8th Personnel Command ePortfolio Account : norwoods Viewer type : ActiveX Log off | New pwd

IFSTE J1 Admin MSC Reports OCIE PSD Reports

120 Day DEROS 120 Day Loss - No A: 180 Day Loss (ETS) Alpha Roster - Deta Birth Date Roster BLANK CIVILIAN EI BLANK CIVILIAN EI BLANK MILITARY EI DEROS Expiring with DEROS SEARCH BY DIEMS ERUP 10 and Flagge ERUP NOT 10/NOT F Flags Over 12 Month Flags Over 6 Months Total Army Enlisted

Preview 8PERSCOM

DIEMS REPORT BY MSC 8PERSCOM

WDEFB0	AG CO	PSB DET B	RANK	NAME	SSN	BASD	DIEMS	DEROS	PSD
			SGT	HAMMONDS JEROME JR		19900717	19890822		516B
Total Unit: 1									
WDEFB0	AG CO	PSB DET C	RANK	NAME	SSN	BASD	DIEMS	DEROS	PSD
			SFC	TOMLIN PHILLIP		19890814	19890810		516C
Total Unit: 1									
WDEFB0	AG CO	PSB DET HHC	RANK	NAME	SSN	BASD	DIEMS	DEROS	PSD
	0516AG	PSB DET HHC	SSG	GIDDINGS TRACY DARNETTE		19890803	19890515		516A
Total Unit: 1									
WDEFB0	AG CO	PSB HQ DET	RANK	NAME	SSN	BASD	DIEMS	DEROS	PSD

Step 6: Print report or download into Excel by clicking on the envelope at top left corner (depicted by red arrow)

Figure 1-3

CAREER STATUS BONUS (CSB) ELECTION*(Read Instructions before completing form.)***PRIVACY ACT STATEMENT**

AUTHORITY: 37 U.S.C. 322; E.O. 9397; ASD(FMP) Memorandum dated February 2, 2001, Subject: Career Status Bonus Implementing Guidance.

PRINCIPAL PURPOSE: To record a member's eligibility and election to receive or not receive the Career Status Bonus with reduced retired pay (REDUX) and to adjust such retired pay according to the member's election.

ROUTINE USE(S): Information may be provided to the Internal Revenue Service to resolve matters relating to an individual's tax withholding; to the Federal Retirement Thrift Investment Board to establish eligibility for contributions to the Thrift Savings Plan for Uniformed Service personnel, and to the Department of Justice or state and local governments when a question of conflicting interest is raised concerning a member's declarations and election.

DISCLOSURE: Voluntary; however, failure to provide the requested information by the time instructed by the member's branch of Service could result in an irrevocable determination affecting the amount of retired pay the individual may later qualify to receive and disqualification for electing the Career Status Bonus.

SECTION I - PERSONAL IDENTIFICATION *(To be completed by Service Officials)*

1. NAME <i>(Last, First, Middle Initial)</i>	2. SSN	3. RANK/PAY GRADE/BRANCH OF SERVICE
4. DIEMS <i>(YYYYMMDD)</i>	5. DATE FOR DETERMINATION OF ACTIVE DUTY SERVICE COMPLETED <i>(YYYYMMDD)</i>	6. DATE OF NOTIFICATION <i>(YYYYMMDD)</i>

SECTION II - DETERMINATION OF ELIGIBILITY *(To be completed by Service Officials)*

7. You may be eligible to elect a Career Status Bonus (CSB). To be eligible, you must:
- (1) Be on active duty,
 - (2) Complete 15 years of active duty service,
 - (3) Have a DIEMS of August 1, 1986 or later, and
 - (4) Qualify under Service regulations for retention to 20 years of active duty service.

Service records indicate that you are currently:

- ☐ Eligible to elect the Career Status Bonus.
☐ Not eligible to elect the Career Status Bonus.

REASON NOT ELIGIBLE:

8. DATE OF DETERMINATION <i>(YYYYMMDD)</i>	9. SERVICE AUTHENTICATING REPRESENTATIVE	
	a. PRINTED NAME <i>(Last, First, Middle Initial)</i>	b. SIGNATURE

SECTIONS III, IV, or V *(To be completed by Member and Witness as directed by Service)*

NOTE: Complete only one of these sections and then return it as instructed by your Service.

If not eligible, complete Section III only.

If eligible and you want to elect to receive the bonus, complete Section IV only.

If eligible and you do not want to receive the bonus, complete Section V only.

SECTION III - NOT CURRENTLY ELIGIBLE FOR CAREER STATUS BONUS

Complete this section only if you are **not currently eligible to elect the Career Status Bonus** and return the form as instructed by your Service.

10. I understand that I am not eligible for the Career Status Bonus at this time and that my ineligibility does not preclude my continued service to retirement if my Service so permits. I understand that I will not receive a bonus and I remain under the High-3 retirement system. I understand that my Service will notify me if I later become eligible to elect the bonus.

a. SIGNATURE		b. DATE SIGNED <i>(YYYYMMDD)</i>
11. WITNESS		
a. PRINTED NAME <i>(Last, First, Middle Initial)</i>	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED <i>(YYYYMMDD)</i>

SECTION IV - ELIGIBLE AND ELECTING TO RECEIVE THE CAREER STATUS BONUS

Complete this section only if you are eligible and **you desire to elect to receive the Career Status Bonus**. Then return the form as instructed by your Service.

12. I elect to receive the Career Status Bonus payment, a one-time lump-sum payment, upon my attainment of 15 years of active duty service and having been determined eligible for the bonus by my Service. I understand that once the election is effective it may not be revoked. My election is effective once received and accepted at the 15th year of service, or if later, the date received and determined acceptable by my Service, but no later than the date that is six months after being notified of my eligibility. I agree to remain on continuous active duty, subject to Service regulations, until I attain a minimum of 20 years of such service. If I fail to complete such service, I understand that I will be required to repay a share of the bonus payment in proportion to the amount of service I failed to complete compared to the additional service I agreed to serve. If I am separated prior to 20 years of active duty service, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me. I further understand that if and when I do retire, it will be under the provisions of the 1986 Military Retirement Reform Act (1986 MRRA, known as REDUX) and that my future retired pay, if based on length of service, will be reduced under such provisions in the form of a reduced multiplier before age 62 and annual Cost-of-Living Adjustments (COLAs) that are 1 percentage point less than I would otherwise receive both before and after age 62, but with a one-time catch-up COLA adjustment at age 62. I have received the Fact Sheet of Information for Eligible Career Status Bonus Members, explaining the details and effects of making this decision.

a. SIGNATURE		b. DATE SIGNED (YYYYMMDD)
13. WITNESS		
a. PRINTED NAME (Last, First, Middle Initial)	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED (YYYYMMDD)

SECTION V - ELIGIBLE AND ELECTING NOT TO RECEIVE THE CAREER STATUS BONUS

Complete this section only if you are eligible to receive the Career Status Bonus but **you desire NOT to elect the bonus**. Then return the form as instructed by your Service.

14. I elect not to receive the Career Status Bonus upon my attainment of 15 years of active duty service. I understand that once the election is effective it may not be revoked. My election is effective once received and accepted at the 15th year of service, or if later, the date received and determined acceptable by my Service, but no later than the date that is six months after being notified of my eligibility. I understand that I will not have any further opportunity to elect to receive this bonus. I understand that I will not receive a bonus payment and that I remain under the High-3 retirement system. I have received the Fact Sheet of Information for Eligible Career Status Bonus Members, explaining the details and effects of making this election not to receive this bonus.

a. SIGNATURE		b. DATE SIGNED (YYYYMMDD)
15. WITNESS		
a. PRINTED NAME (Last, First, Middle Initial)	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED (YYYYMMDD)

SECTION VI - SERVICE RECORDING OF ELECTION (To be completed by Service Officials after member makes an election to receive the bonus)

16. CSB ELECTION EFFECTIVE DATE (YYYYMMDD)

17. RECORDING OFFICIAL

a. PRINTED NAME (Last, First, Middle Initial)	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED (YYYYMMDD)

INSTRUCTIONS FOR COMPLETING DD FORM 2839, CAREER STATUS BONUS (CSB) ELECTION

GLOSSARY:

CSB Election Effective Date: This is the date the member's election to receive a Career Status Bonus becomes irrevocable. This is the date the election is received and accepted at the 15th year of service, or if later, the date received and determined acceptable by the Service concerned, but no later than the date that is six months after the member is notified of eligibility for the Career Status Bonus.

Date of CSB Notification: This is the date the Service processed the notification to the member. The Service should record this date in Section I, Item 6 of the form as this date may determine the effective date of an election.

Date for Determination of Active Duty Service Completed: This is the date used by the Service to compute the number of years of active duty service of a member. The terminology for this varies by Branch of Service.

Date of Initial Entry to Military Service (or Date of Initial Entry to Uniformed Service): This date is referred to as the **DIEMS** or the **DIEUS**. Other acronyms or terms may be used in other Branches of Service. This is the date someone first became a member of a Uniformed Service and pertains to the earliest date of enlistment, induction, or appointment in a regular or reserve component of a Uniformed Service as a commissioned officer, warrant officer, or enlisted member. Breaks in service shall not affect the date someone first became a member. Cadets and midshipmen of the Academies, cadets of the Reserve Officer Training Corps, and members of the Delayed Entry Program (DEP) are considered to have become members for the purposes of these provisions. All members should be informed of the implications of these provisions on their potential retired pay.

GENERAL

Service Personnel Officials: Complete Sections I, II, and VI as appropriate to member being notified.

Member: Complete only Section III, IV, or V, as appropriate to your situation.

1. Read these instructions carefully before completing the form.
2. This form will record your election to receive a Career Status Bonus. Your election will carry Service obligation requirements and affect your future retired pay.
3. If eligible to elect the Career Status Bonus, your Service must furnish you a copy of the fact sheet: **Information for Members Eligible to Receive a Career Status Bonus** explaining the details and effects of making your election to receive or not to receive the bonus. You should read this fact sheet and consult other sources if desired.

SECTION I: To be completed by Service Officials.

Self-explanatory. Obtain from Service personnel records.

SECTION II: To be completed by Service Officials.

Item 7. This item is to be completed by Service officials and provided to the member on or about the time of completing 14 years and 6 months of active service.

Member: If this item is not completed, obtain a determination from your personnel office.

SECTIONS III, IV and V: To be completed by Member.

Complete only the one section appropriate for your situation. Sign and date the form in the appropriate blocks for the applicable section. Have your signature witnessed as instructed by your Service.

SECTION III: Not Currently Eligible for Career Status Bonus.

Complete Section III only if you have been determined currently **not eligible to elect the bonus**.

SECTION IV: Eligible and Electing to Receive the Career Status Bonus.

Complete Section IV only if you are eligible and **desire to receive the bonus** with associated reductions in future retired pay, and you agree to remain on active duty for a minimum of 20 years.

SECTION V: Eligible and Electing NOT to Receive the Career Status Bonus.

Complete Section V only if you are **eligible but desire NOT to receive the bonus** with associated reductions in retired pay.

SECTION VI: Service Recording of Election.

This section is to be completed by Service officials if the member elects to receive the CSB. If the member was not eligible for the bonus or was eligible but did not elect the bonus, leave this section blank.